

# **Jobseekers Successful Tips for Attending a Job Fair**

## **Before the Job Fair**

- Check with your local Workforce Development Center or Job Center for a listing of employers that will be participating at the fair.
- Research the companies that interest you. Learn who they are and what they do. Check company websites for information.
- Create a prioritized list of employers you'd like to meet with at the job fair.
- Plan your strategy. Visit the booths that interest you most when your energy level is up and you are at your best. Do not wander or roam. Present yourself with a purpose. Don't be shy- be prepared!
- Prepare and practice your introduction. You should be able to state in less than one minute your name, work experiences and education in a manner that is natural. Practice this outloud to feel more comfortable in your presentation to the employer.
- Resumes- prepare a strong resume and bring a sufficient amount with you. These resumes must be crisp and clean. Carry in a portfolio if possible. If you are uncertain of the quality or content of your resume, visit your local Workforce Development Center or Job Center for professional assistance.
- Dress- Dress for Success! Dress professionally. Treat this event just like you would any other interview. Avoid strong cologne, gum chewing and do not smoke beforehand. Be well groomed.

## **During the Job Fair**

- Greet each potential employer with a firm handshake and smile. Make eye contact and introduce yourself. Be polite!
- Listen carefully to what the recruiter is saying. The room will be noisy and busy. Try not to become distracted. Focus, Focus, Focus! (Don't let the promotional freebies on the table distract you and do not grab at them).
- Try to remember the recruiters' name. Glance at a nametag. Try to get a business card from each recruiter. Save and use this for follow up purposes.
- Thank each recruiter for their time.

## **After the Job Fair**

Follow up with a thank-you letter. Send a letter to each employer you spoke with. Try to send out within 3 days after the event. It is okay to enclose a resume with your thank you letter. This may draw additional attention to your name once again.